

CHAPTER 14  
ISSUANCE OF PRACTITIONER'S LICENSES AND ENDORSEMENTS

[Prior to 9/7/88, see Public Instruction Department[670] Ch 70]

[Prior to 10/3/90, see Education Department[281] Ch 73]

[282—14.25 to 14.29 transferred from 281—84.18 to 84.22, IAB 1/9/91, effective 12/21/90]

**282—14.1 to 14.100** Reserved.

**RULES EFFECTIVE AUGUST 31, 2001**

**282—14.101(272) Applicants desiring Iowa licensure.** Licenses are issued upon application filed on a form provided by the board of educational examiners.

**14.101(1)** Effective October 1, 2000, an initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant.

**14.101(2)** Effective October 1, 2000, an Iowa division of criminal investigation background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.

**14.101(3)** The executive director may issue a temporary permit to an applicant for any type of license, certification, or authorization issued by the board, after receipt of a fully completed application, including certification from the applicant of completion of the Praxis II examination, if required; determination that the applicant meets all applicable prerequisites for issuance of the license, certification, or authorization; and satisfactory evaluation of the Iowa criminal history background check. The temporary permit shall serve as evidence of the applicant's authorization to hold a position in Iowa schools, pending the satisfactory completion of the national criminal history background check and the board's receipt of verification of completion of the Praxis II examination. The temporary permit shall expire upon issuance of the requested license, certification, or authorization or 90 days from the date of issuance of the permit, whichever occurs first, unless the temporary permit is extended upon a finding of good cause by the executive director.

**282—14.102(272) Applicants from recognized Iowa institutions.** An applicant for initial licensure who completes the teacher, administrator, or school service personnel preparation program from a recognized Iowa institution shall have the recommendation for the specific license and endorsement(s) or the specific endorsement(s) from the designated recommending official at the recognized education institution where the preparation was completed. A recognized Iowa institution is one which has its program of preparation approved by the state board of education according to standards established by said board, or an alternative program recognized by the state board of educational examiners.

**282—14.103(272) Applicants from recognized non-Iowa institutions.** An applicant for initial licensure who completes the teacher, administrator, or school service personnel preparation program from a recognized non-Iowa institution must verify the requirements of either 14.103(1) or 14.103(2).

**14.103(1)** Provided all requirements for Iowa licensure have been met, the applicant shall:

- a.* Have the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed; and
- b.* Submit a copy of a valid regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate; and
- c.* Provide verification of successfully passing mandated tests in the state in which the applicant is currently licensed if the applicant has completed fewer than three years of teaching experience.

**14.103(2)** An applicant who holds a valid license from another state and whose preparation was completed through a state-approved alternative teacher preparation program must verify the following:

*a.* The applicant shall have the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the alternative teacher preparation was completed or shall have the recommendation for the specific license and endorsement(s) from the state licensing agency/department in the state where the alternative teacher preparation program was completed, provided all requirements for Iowa licensure have been met; and

*b.* The applicant must submit a copy of a valid regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate from the state where the alternative teacher preparation program was completed; and

*c.* If the applicant has completed fewer than three years of teaching experience, the applicant must provide verification from the state licensing agency/department in the state where the alternative preparation program was completed indicating that the applicant has successfully passed that state's mandated tests.

A recognized non-Iowa teacher preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

**282—14.104(272) Applicants from foreign institutions.** An applicant for initial licensure whose preparation was completed in a foreign institution will be required to have all records translated into English and then file these records with the board of educational examiners for a determination of eligibility for licensure.

**282—14.105(272) Issue date on original license.** A license is valid only from and after the date of issuance.

**282—14.106(272) Adding endorsements to licenses.** After the issuance of a teaching, administrative, or school service personnel license, an individual may add other endorsements to that license upon proper application, provided current requirements for that endorsement, as listed in 282—14.140(272) and 282—14.141(272), have been met. An updated license with expiration date unchanged from the original or renewed license will be prepared.

In addition to the requirements listed in 282—14.140(272) and 282—14.141(272), applicants for endorsements shall have completed a methods class appropriate for teaching the general subject area of the endorsement added.

Practitioners who are adding a secondary teaching endorsement and have not student taught on the secondary level shall complete a teaching practicum appropriate for teaching at the level of the new endorsement.

Practitioners holding the K-6 endorsement in the content area of the 7-12 endorsement being added may satisfy the requirement for a teaching practicum by completing all required coursework and presenting verification of competence. This verification of competence shall be signed by a licensed evaluator who has observed and formally evaluated the performance of the applicant at the secondary level. This verification of competence may be submitted at any time during the term of the conditional license. The practitioner must obtain a two-year conditional license while practicing with the 7-12 endorsement.

**14.106(1)** To add an endorsement, the applicant must follow one of these options:

Option 1. Identify with a recognized Iowa teacher preparing institution, meet that institution's current requirements for the endorsement desired, and receive that institution's recommendation.

Option 2. Identify with a recognized Iowa teacher education institution and receive a statement that the applicant has completed the equivalent of the institution's approved program for the endorsement sought.

Option 3. Identify with a recognized teacher education institution and receive a statement that based on the institution's evaluation of the individual's preparation the applicant has completed all of the Iowa requirements for the endorsement sought.

**14.106(2)** Appeal. If an applicant cannot obtain a recommendation for an endorsement from an institution, and if the applicant can document that all of the Iowa requirements have been met, the applicant may apply for the endorsement by filing transcripts and supporting documentation for review. The application must be accompanied by a letter of rejection from an institution that offers the endorsement. Upon receipt of all materials, the staff of the board of educational examiners will review documents to determine if all Iowa requirements have been met.

**282—14.107(272) Correcting licenses.** If a licensee notifies board staff of a typographical or clerical error on the license within 30 days of the date of the board's mailing of a license, a corrected license shall be issued without charge to the licensee. If notification of a typographical or clerical error is made more than 30 days after the date of the board's mailing of a license, a corrected license shall be issued upon receipt of the fee for issuance of a duplicate license. For purposes of this rule, typographical or clerical errors including misspellings, errors in the expiration date of a license, errors in the type of license issued, and the omission or misidentification of the endorsements for which application was made. A licensee requesting the addition of an endorsement not included on the initial application must submit a new application and the appropriate application fee.

**282—14.108(272) Duplicate licenses.** Upon application and payment of the fee set out in subrule 14.121(3), duplicate licenses shall be issued.

**282—14.109(272) Fraud in procurement or renewal of licenses.** Fraud in procurement or renewal of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the board of educational examiners.

**282—14.110(272) Licenses.** The following licenses will be issued effective October 1, 2003:

1. Initial.
2. Standard.
3. Master educator.
4. Professional administrator.
5. Class A.
6. Class B.
7. Class C.
8. Class D.
9. Class E.
10. Substitute.
11. Area education agency administrator.
12. Teacher intern.

**282—14.111(272) Requirements for an initial license.** An initial license valid for two years may be issued to an applicant who:

1. Has a baccalaureate degree from a regionally accredited institution.
2. Has completed a state-approved teacher education program which meets the requirements of the professional education core.
3. Has completed an approved human relations component.
4. Has completed the exceptional learner component.
5. Has completed the requirements for one of the basic teaching endorsements, the special education teaching endorsements, or the secondary level occupational endorsements.
6. Meets the recency requirement of 14.115“3.”

Renewal requirements for this license are set out in 282—Chapter 17.

**282—14.112(272) Requirements for a standard license.** A standard license valid for five years may be issued to an applicant who:

1. Completes items “1” to “5” listed under 282—14.111(272).
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years’ successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years’ successful teaching experience in an Iowa nonpublic school or three years’ successful teaching experience in an out-of-state K-12 educational setting.
3. Meets the recency requirement of 14.115“3.”

Renewal requirements for this license are set out in 282—Chapter 17.

**282—14.113(272) Requirements for a master educator’s license.** A master educator’s license valid for five years may be issued to an applicant who:

1. Is the holder of or eligible for a standard license.
2. Verifies five years of successful teaching experience.
3. Completes one of the following options:
  - Master’s degree in a recognized endorsement area, or
  - Master’s degree in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction.

Renewal requirements for this license are set out in 282—Chapter 17.

**282—14.114(272) Requirements for a professional administrator’s license.** A professional administrator’s license valid for five years may be issued to an applicant who:

1. Is the holder of or eligible for a standard license.
2. Has three years of teaching experience.
3. Has completed the requirements for an administrative endorsement.

Renewal requirements for this license are set out in 282—Chapter 17.

**282—14.115(272) Requirements for a Class A license.** A nonrenewable Class A license valid for one year may be issued to an individual who has completed a teacher education program under any one of the following conditions:

1. Professional core requirements. The individual has not completed all of the required courses in the professional core, 14.123(4)“a” to “j.”
2. Human relations component. The individual has not completed an approved human relations component.

3. Recency. The individual meets requirement(s) for a valid license, but has had fewer than 160 days of teaching experience during the five-year period immediately preceding the date of application or has not completed six semester hours of college credit from a recognized institution within the five-year period. To obtain the desired license, the applicant must complete recent credit and, where recent credits are required, these credits shall be taken in professional education or in the applicant's endorsement area(s).

4. Degree not granted until next regular commencement. An applicant who meets the requirements for a license with the exception of the degree, but whose degree will not be granted until the next regular commencement, may be issued a Class A license.

5. Based on an expired Iowa certificate or license, exclusive of a Class A, Class B, Class C, or Class D license. The holder of an expired license, exclusive of a Class A, Class B, Class C, or Class D license shall be eligible to receive a Class A license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.

6. Based on a mentoring and induction program. An applicant may be eligible for a Class A license if the school district, after conducting a comprehensive evaluation, recommends and verifies that the applicant shall participate in the mentoring program for a third year.

7. Based on a nonlicensed out-of-state applicant. If an applicant completes a teacher education program at a non-Iowa institution and has never held a valid regular license or certificate exclusive of a temporary, emergency or substitute license or certificate, then the applicant must provide verification of successfully passing the testing requirements in the state where the teacher preparation program was completed.

8. Based on an administrative decision. The executive director is authorized to issue a Class A license to an applicant whose services are needed to fill positions in unique need circumstances.

**282—14.116(272) Requirements for a Class B license.** A nonrenewable Class B license valid for two years may be issued to an individual under the following conditions: If a person is the holder of a valid license and is the holder of one or more endorsements, but is seeking to obtain some other endorsement, a Class B license may be issued if requested by an employer and the individual seeking this endorsement has completed at least two-thirds of the requirements, or one-half of the content requirements in a state-designated shortage area, leading to completion of all requirements for that endorsement.

For the principal's endorsement, three years of teaching experience must have been met before application for the Class B license. For the superintendent's endorsement, three years of teaching experience and three years as a building principal or other PK-12 districtwide or intermediate agency experience are acceptable for becoming a superintendent, and must have been met before application for the Class B license.

A school district administrator may file a written request with the board for an exception to the minimum content requirements on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request.

This license is not renewable.

**282—14.117(272) Requirements for a Class C license.** Based on the amount of preparation needed to complete the requirements for the special education endorsement, a Class C license may be issued to an individual for a term of up to three years under the following conditions:

1. The individual is the holder of a valid license.
2. The individual has completed at least one-half of the credits necessary for a special education endorsement.
3. The employing school official makes written request supported by the respective area education agency special education officials.
4. The college or university outlines the coursework to be completed for the endorsement.

**282—14.118(272) Requirements for a Class D occupational license.** A two-year Class D occupational license may be issued to an applicant who has not met all of the experience requirements for the provisional occupational license.

**282—14.119(272) Requirements for a substitute teacher's license.**

**14.119(1)** A substitute teacher's license may be issued to an individual who:

- a. Has been the holder of, or presently holds, a license in Iowa; or holds or held a regular teacher's license or certificate in another state, exclusive of temporary, emergency, substitute certificate or license, or a certificate based on an alternative certification program;
- b. Has successfully completed all requirements of an approved teacher education program and is eligible for the initial license, but has not applied for and been issued this license, or who meets all requirements for the initial license with the exception of the degree but whose degree will be granted at the next regular commencement; or
- c. Has successfully completed all requirements of an approved Iowa teacher education program, but did not apply for an Iowa teacher's license at the time of the completion of the approved program.

**14.119(2)** A substitute license is valid for five years and for not more than 90 days of teaching in one assignment during any one school year.

A school district administrator may file a written request with the board for an extension of the 90-day limit in one assignment on the basis of documented need and benefit to the instructional program. The board will review the request and provide a written decision either approving or denying the request.

**14.119(3)** The holder of a substitute license is authorized to teach in any school system in any position in which a regularly licensed teacher was employed to begin the school year. In addition to the authority inherent in the provisional, initial, educational, standard, professional teacher, master educator, professional administrator, two-year exchange, and permanent professional licenses and the endorsement(s) held, the holder of one of these regular licenses may substitute on the same basis as the holder of a substitute license while the regular license is in effect.

**14.119(4)** Renewal requirements for this license are set out in 282—Chapter 17.

**282—14.120(272) Exchange licenses.**

**14.120(1)** *Two-year teacher exchange license.*

a. A two-year nonrenewable exchange license may be issued to an applicant under the following conditions:

- (1) The applicant has completed a state-approved teacher education program; and
- (2) The applicant holds a valid regular certificate or license in the state in which the preparation was completed; and
- (3) The applicant is not subject to any pending disciplinary proceedings in any state; and

(4) The applicant complies with all requirements with regard to application processes and payments of licensure fees; and

(5) If the applicant has fewer than three years of teaching experience, the applicant must verify successful completion of mandated tests in the state in which the applicant is current licensed.

*b.* Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application, the transcripts and the license or certificate held in the state in which the basic preparation for licensure was completed.

*c.* Each individual receiving the two-year exchange license must complete any identified licensure deficiencies in order to be eligible for a regular license in Iowa.

**14.120(2) *Two-year administrator exchange license.***

*a.* A two-year nonrenewable exchange license may be issued to an individual under the following conditions. The individual:

(1) Has completed a state-approved teacher education program in a college or university approved by the state board of education or the state board of educational examiners in the individual's preparation state.

(2) Has completed a state-approved administrator education program in a college or university approved by the state board of education or the state board of educational examiners in the individual's preparation state.

(3) Holds a valid regular administrative certificate or license.

(4) Is not subject to any pending disciplinary proceedings in any state.

(5) Meets the experience requirements for the administrative endorsements. Verified successful completion of three years of full-time teaching experience in other states, on a valid license, shall be considered equivalent experience necessary for the principal endorsement. Verified successful completion of six years of full-time teaching and administrative experience in other states, on a valid license, shall be considered equivalent experience for the superintendent endorsement provided that at least three years were as a teacher and at least three years were as a building principal or other PK-12 districtwide administrator.

*b.* Each exchange license shall be limited to the area(s) and level(s) of administration as determined by an analysis of the application, the transcripts, and the license or certificate held in the state in which the basic preparation for the administrative licensure was completed.

*c.* Each individual receiving the two-year exchange license must complete any identified licensure deficiencies in order to be eligible for a regular educational and administrative license in Iowa.

**14.120(3) *Two-year nonrenewable school counseling exchange license.***

*a.* A two-year nonrenewable school counseling exchange license may be issued to an individual, provided that the individual:

(1) Has completed a regionally accredited master's degree program in school guidance counseling.

(2) Holds a valid school counseling certificate or license issued by an examining board which issues certificates or licenses based on requirements which are substantially equivalent to those of the board of educational examiners.

(3) Meets the qualifications in Iowa Code section 272.6.

(4) Is not subject to any pending disciplinary proceeding in any state.

*b.* Each exchange license shall be limited to the area(s) and level(s) of counseling as determined by an analysis of the application, the transcripts, and the license or certificate held in the state in which the basic preparation for the school counseling license was completed.

*c.* Each applicant for the exchange license shall comply with all requirements with regard to application processes and payment of licensure fees.